



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

## Centralized Admission and Referral Office & Business Development Department

### Registered Nurse I (Clinical Rehabilitation Specialist)

Rancho Los Amigos National Rehabilitation Center is an internationally renowned provider of choice in the field of medical rehabilitation and research. *U.S. News and World Report* consistently rank us among the top rehabilitation hospitals in the United States. Rancho Los Amigos Department of Nursing is currently seeking highly qualified individuals to fill the position of Registered Nurse I for Central Admission and Referral Office.

#### POSITION INFORMATION:

The Clinical Rehabilitation Specialist (CRS) is responsible for building referral relationships, assessing patients and coordinating the admission process. The Clinical Rehabilitation specialist educates physicians, rehabilitation therapists (physical, occupational, speech-language therapist), case managers, and other health care providers about Rancho's services. This position promotes and educates the services provided by Rancho within LA County's Department of Health Services as well as external organizations such as hospitals and health plans. This position will also be responsible for working on projects related to departmental performance improvement, data collection, and generation of reports.

#### RESPONSIBILITIES:

- Conduct a comprehensive health assessment of patients through onsite evaluation or review the medical records
- Acknowledge the admission criteria and perform InterQual review
- Communicate the plan of care with patients, families, medical providers, interdisciplinary team, and managed care resources
- Provide patient/family education regarding Rancho services
- Provide a tour of the facility for the interested patients/families as needed

#### DESIRABLE QUALIFICATIONS:

- Bachelor of Science Degree in Nursing
- Current Certification in Case Management, Rehabilitation, or Medical/Surgical Nursing
- Experience in rehabilitation nursing as well as medical-surgical areas. One year recent experience working in an inpatient rehabilitation unit
- Experience in utilization review and utilization review tools (e.g. InterQual, Milliman & Robertson guidelines)
- Knowledge and experience in Medicare, MediCal, CCS, and Managed Care preferred
- Ability to project professional image and excellent communication skills
- Able to prioritize and manage workload and demonstrate problem solving skills
- Able to abstract medical information and apply critical thinking
- Good communication skills and team player
- Able to work independently to assess patient in the community with excellent relationship building skills
- Knowledge of CMS and PPS guideline for admission and insurance authorization
- Excellent skill of customer service with capacity of working well under pressure as required.

Candidates must currently be a permanent County of Los Angeles employee who holds the payroll title of Registered Nurse I to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered for a promotion or as a new hire. Candidates may submit their resume with copies of the last two years performance evaluation and time records to:

Jane Ho MPA, BSN, RN  
Manager of Admission and Business Development  
Phone: (562) 401 - 7059  
Fax: (562) 401 - 6620  
Email: [jho@dhs.lacounty.gov](mailto:jho@dhs.lacounty.gov)

RESUMES WILL BE ACCEPTED UNTIL THE NEEDS OF THE DEPARTMENT ARE MET  
ONLY THE MOST QUALIFIED CANDIDATES WILL BE SCHEDULED FOR AN INTERVIEW

**THIS IS NOT A CIVIL SERVICE EXAMINATION**

Posted 03/17/16